

# INSTRUCTIONS

## **GENERAL INSTRUCTIONS:**

A12F information must be entered in ESS using the myNHDOE Single Sign On System. After the data is entered and certified, the forms need to be printed, signed and returned to the Bureau of Data Management. This report is due by October 15. Aid payments may be placed on hold if this form is not received by the due date.

## **SECTION I - HIGHEST EDUCATIONAL ATTAINMENT**

In this section, include the number of kindergarten through high school classroom and special education teachers only. This is the number in full-time equivalents (FTE) reported on lines 2 through 4 of the Class and Staffing Form (A 12B). **Do not include preschool teachers, administrators or other non-teaching professionals.**

Please report the highest EARNED DEGREE. Note: The category "Degree beyond Master's" should include CAGS, but does **NOT include interim levels such as Master's + 15, Master's + 30, etc.** Do not use the teacher salary schedule data if the salary schedule includes categories that combine degrees with non-degree credits, for example "Bachelor's Plus 30/Master's."

## **SECTION II – SALARY**

Record the average salary of all FULL-TIME classroom teachers rounded to the nearest whole dollar. Include salary longevity and other bonuses, but do not include stipends for extracurricular or non-teaching activities, or medical insurance buy backs.

Music, art, physical education, Title I, ESL and special education teachers are considered classroom teachers and **SHOULD BE INCLUDED** if they are full- time.

**DO NOT INCLUDE** the salaries of other professional staff such as principals, guidance counselors, librarians, school nurses, etc.